

SYSPER Post Activity - Life Declaration & Life Certificate

As a pensioner of the European institutions (except for pensioners of the European Economic and Social Committee, the European Court of Justice and the European Parliament) you are required to send a **Life declaration** (sometimes bi-annual) together with a **Life certificate** to the Pension Unit/PMO2¹ of the European Commission. This certificate has to be duly completed and signed by an authority² for yourself and - as the case may be - for dependents or spouse. The Life declaration is a list of your personal data held by the European Commission. When returning the life certificate, you are supposed to check and if necessary, correct these data at the same time.

If you have an EU Login access, details can be found on the following page:

<https://myintracomm.ec.europa.eu/staff/EN/working-conditions/end-of-service/retirement/Pages/obligations.aspx?ln=en>

PMO informs that there will be no automatic suspension of pension payments, even if there is a delay.

1. RECEIVING THE FORMS TO BE FILLED AND SIGNED

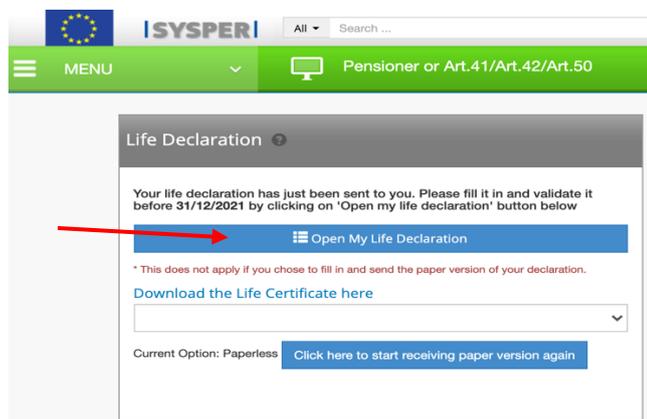
Pensioners who have little or no knowledge of the use of computers will continue to get the forms by post.

Pensioners who have an EU Login account will get an email informing them that the form and the certificate are available in SYSPER Post Activity.

→ MyRemote via <https://myremote.ec.europa.eu>

→ Choose SYSPER Post Activity

→ Normally, as soon as you enter SYSPER you can click on “Open My Life Declaration”.



! If this shortcut does not appear when you enter SYSPER, please go to item 3

¹ PMO4 is now called PMO2

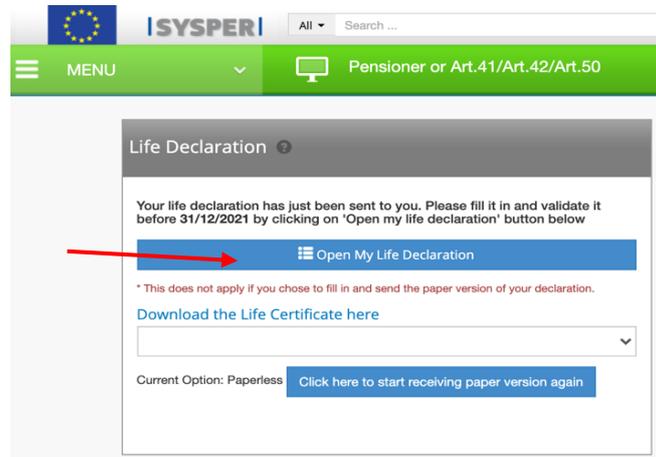
² Municipal registry office, notary, doctor, consul, lawyer, judge, or any equivalent authority

2. SENDING THE FORMS TO PMO ONCE SIGNED

A. Pensioners who have little or no knowledge of the use of computers can send the form and the certificate(s) to PMO by post.

However, for reasons of security and in order to facilitate the processing of the document, it is important to ask the competent authority to fill in the official certificate form sent by the Commission **with the QR code** () rather than a blank or similar form.

B. Pensioners who have an EU Login account can scan – and ideally clearly rename (Life certificate + name) - the duly completed and signed life certificate on line. First connect to My Remote: <https://myremote.ec.europa.eu> and then go to the SYSPER Post Activity application. If the certificate was obtained on line, a message with a shortcut will appear “Open My Life Declaration” as soon as you enter SYSPER.



! If this shortcut does not appear when you enter SYSPER, please go to item 3

The following screen will appear :

Step 2 - Upload your documents

MANDATORY DOCUMENTS	ATTACHED FILES
Your life certificate completed and signed	<input type="button" value="Add document"/>

OPTIONAL DOCUMENTS	ATTACHED FILES
Spouse life certificate completed and signed	<input type="button" value="Add document"/>
Other supporting document	<input type="button" value="Add document"/>
Scanned hand filled in life declaration	<input type="button" value="Add document"/>

➔ Click on “**Add a document**” and upload the scanned certificate, which will then appear under “**Supporting documents**”. Repeat the same procedure for a dependent.

Here is an example filled in for the pensioner:

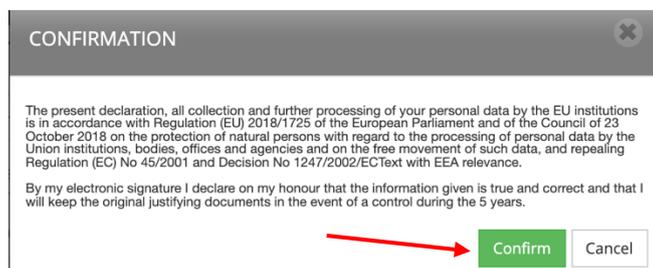
Step 2 - Upload your documents

MANDATORY DOCUMENTS	ATTACHED FILES
Your life certificate completed and signed	Add document DECLARATION VIE MARTINE PLATTEAU GUILLAUME.pdf
OPTIONAL DOCUMENTS	ATTACHED FILES
Spouse life certificate completed and signed	Add document
Other supporting document	Add document
Scanned hand filled in life declaration	Add document

Cancel Save & Go next >

BEWARE:

- ➔ If you selected the wrong document, just click on the waste bin on the righthand side.
- ➔ Do not forget – as the case may be – to add the certificates for a spouse or dependent **before** you go to the next step.
- ➔ If you received an official document without the Pensions Unit’s QR code, you can send it online via SYSPER Post Activity, but normally **not** by post.
- ➔ If you have completed the Life Declaration by hand, you can scan it and add it to the **OPTIONAL DOCUMENTS** along with any other supporting documents to illustrate a change in family composition, for example.
- ➔ If everything is correct, click on **“Save & Go next”**
- ➔ A confirmation message will then appear: ➔ click on **CONFIRM**

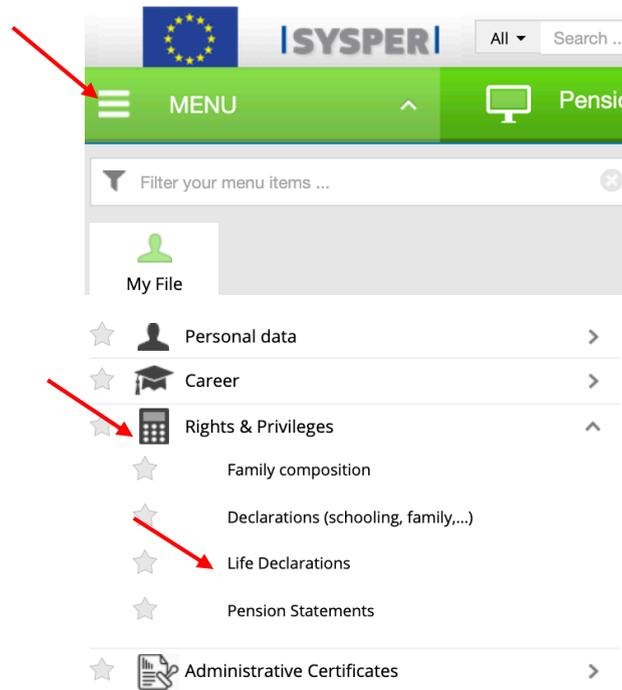


- ➔ A new screen will then appear **SUMMARY – My personal data**; the content reflects the Declaration (biannual or not).
- ➔ It is then also important to **check/complete/correct** all other information (personal details, details for a possible spouse or contact person) before clicking on **✔ Sign and submit** at bottom right. If you encounter difficulties to save what you have added or corrected, try to add a comment, it may help.

3. HOW TO REACH THE “LIFE DECLARATION” SCREEN

If the “Life Declaration” shortcut does not appear when entering SYSPER Post Activity

- In the My Remote application and SYSPER Post Activity:
- Click on the 3 horizontal bars (also called “burger”) at the top left of the screen (next to MENU)
- Scroll down and click on Rights & Privileges
- Click on « Life declarations »



- Scroll down in the page until you reach “Pensions” and “Life declarations”
- Click on the arrow “open life declaration” on the far right



- You will then be able to choose the language of the country you wish to use (and not necessarily your country of official residence).

*If you plan to be away for several months, you can **exceptionally** use this same procedure to download a blank Life Certificate to be filled in.*